

Occupational Health Technician

Occupational Health and Safety Service

CLOSING DATE – 31 May 2024

Job Reference: As41515



Occupational Health Technician

Salary:

£25,742 - £29,605

Contract:

Fixed term contract – 2 years

Location:

Cambridge, 16 Mill Lane

Department:

Occupational Health and Safety Service

Responsible to:

Ann Askey, Senior Occupational Health Nurse Adviser

Working Pattern:

Full Time

Purpose of the role

You will be a member of a small team of occupational health professionals and administrative staff. Working under the supervision of a qualified occupational health nurse adviser (OHNA), to assess employees and certain student groups through undertaking a range of clinical and administrative work activities in line with statutory health and safety legislation as well as local policies and procedures.

Work duties shall include health surveillance of workers exposed to hazards in the workplace which will include, but is not limited to; taking blood samples, urinalysis, audiometry, spirometry and eye screening tests, review of test results, alongside other procedures under the supervision of a qualified OHNA.

Whilst undertaking the role you will undertake a comprehensive training programme and competency to practice will be assessed. You will have the opportunity to develop your skills in a progressive environment and make a real contribution to the effectiveness of the Occupational Health Service and the health of University staff and students.

Key responsibilities**Clinical**

Work within clearly defined Occupational Health (OH) procedures and practices under the direct and indirect supervision of a qualified OHNA. To be aware of and adhere to all University policies and guidelines.

To carry out health surveillance of workers exposed to hazards in the workplace. This can take the form of taking and checking blood samples, urinalysis, audiometry, spirometry and eye screening tests in line with OH procedures and standards. The post holder will be expected to communicate to an employee or employer the result of screening tests within normal parameters. The post holder would not be required to make a clinical judgement, where screening test results are outside normal parameters the case will be referred to a qualified OHNA.

Perform clinical measurements such as height, weight, blood pressure, pulse, visual acuity and colour perception health screening as directed. To undertake phlebotomy.

Review blood test and sample results, to action appropriately and refer results outside normal parameters to a qualified OHNA. To input information onto computerised records.

Key responsibilities...continued

Ensure that clinical equipment is maintained and calibrated on a planned basis and appropriate records are maintained. Ensure the clinic rooms are maintained with required clinical equipment and appropriate paperwork. To assist the OH Clinic Nurses in ensuring appropriate stock levels are maintained.

Communication

Communicate effectively within the team and with departments to ensure services are well planned and co coordinated. Establish and maintain effective communication channels with all colleagues, managers and other professionals.

Respond to verbal / electronic / written and telephone enquires in a helpful manner, prioritising messages and taking responsibility for ensuring the appropriate member of the clinical or administrative team is informed where action is required.

Maintain and respect patient confidentiality at all times and work within the framework of the Data Protection Legislation. To discuss cases with a qualified OHNA, when indicated.

Under the direction of OHNA's and other health care professionals to contribute to arrangements for local Health Promotion activities that encourage the health & wellbeing of employees and certain student groups within the workplace.

Administration

Record accurate and confidential OH information using staff occupational health records to include any communication with the department. To update computerised records as required.

Perform the necessary administration tasks required to complete all clinical work undertaken. This will include OH file retrieval, photocopying and completing health screening forms.

To assist the OHNA and Clinic Nurse, undertake data-inputting of information e.g., immunisation details and retrieval of health information. In addition, to prepare and create basic IT health reports as required to support the OHNA in performing health surveillance, immunisation assessments and infectious disease contact tracing.

To assist with any administration tasks required to deliver OH services as indicated by a qualified OHNA / Office Manager.

Professional / educational

Ensure attendance at mandatory training sessions i.e. resuscitation, and fire training.

Continue personal development in relation to identified training and learning objectives. To participate in training sessions relevant to the clinical and administrative tasks.

Maintain up to date knowledge of changes in policies and procedures relevant to the post.

Contribute to the continuous development of the department and participate in meetings regarding the clinical area.

Person Specification

Criteria	Essential	Desirable
Education and qualifications		
Good standard of education e.g., basic numeracy and literacy skills	✓	
Specialist skills and knowledge		
Experience of client / patient contact in a health care environment		✓
Understanding of Occupational Health services	✓	
Working knowledge of Microsoft Office applications including word, excel, outlook	✓	
Communicates effectively by face to face, MS Teams, email, telephone and written correspondence	✓	
Ability to work well in a team	✓	
Ability to organise and prioritise own workload	✓	
Able to recognise own limitation in the context of the work role undertaken	✓	
Remaining calm under pressure and in stressful situations	✓	
Attention to detail	✓	
Ability to deal with people including colleagues, in a friendly and professional manner	✓	
Experience		
Audiometry		✓
Lung Function		✓
Keystone eye screening		✓
Blood Pressure monitoring		✓
Urinalysis		✓
Height, weight measurements		✓
Phlebotomy		✓
Additional requirements		
Flexibility to respond to changing work demands	✓	
Willingness to undertake further training	✓	
Flexible approach to working hours / day	✓	

Professional Services Values

Developed by professional services staff, our values underpin everything we do. By living the values in the work we do, we hope to foster an environment where staff feel empowered. The values encourage staff to; work together and share skills to create a sense of community, act with integrity, take an inclusive and fair approach and develop honest and open relationships that are underpinned by our shared values. We encourage applicants to consider these values within their application.



Occupational Health and Safety Service



The University of Cambridge Occupational Health Service is committed to continuous improvement in order to anticipate and meet the changing needs of the University and the Higher Education sector. Occupational Health (OH) is involved with the prevention of work associated ill health and injury and the promotion of health at work. Occupational Health provides a compliance based service to all University staff including post graduate/research staff and some undergraduate student groups, i.e., Medical, Veterinary & PGCE (teacher) students.

The Occupational Health Service operates within the wider Health, Safety and Regulated Facilities division, and the Occupational Health Nurse Manager reports to the Director of Health, Safety and Regulated Facilities.

The Occupational Health Service consists of a small team of Occupational Health specialist doctors and nurses, and administrative personnel.

Terms of Appointment

Tenure and probation

The appointment will be made on a 2 year fixed-term contract basis.

Appointments will be subject to satisfactory completion of a six-month probationary period.

Hours of Work and Working Pattern

The hours of work for the position are full-time / 36.5 hours per week, working Monday – Friday

Pension

You will automatically be enrolled to become a member of CPS (Contributory Pension Scheme) – a defined benefit and defined contribution pension scheme. For further information please visit: www.pensions.admin.cam.ac.uk/.

Annual leave

Full time employees are entitled to annual paid leave of 36 days inclusive of public holidays.

Some of this leave will need to be taken to cover service closure dates at Christmas and Easter.

The annual leave year runs from 01 October to 30 September.

General information

Pre-employment checks

Right to work in the UK

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.

Health declaration Once an offer of employment has been made the successful candidate will be required to complete a work health declaration form.

Qualifications

The person specification for this position lists qualifications that are essential and/or desirable. Please note that if you are offered the post you will be asked to provide your relevant original certificates of these qualifications.

References

Offers of appointment will be subject to the receipt of satisfactory references.

Screening Checks:

This role requires an enhanced Disclosure and Barring Service (DBS) check. Any offer of employment we make to you will be conditional upon the satisfactory completion of this check(s); whether an outcome is satisfactory will be determined by the University.

The nature of this role means that the successful candidate will also need to undergo a health assessment for infection control purposes.

Information if you have a disability

The University welcomes applications from individuals with disabilities. We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment. Information for disabled applicants is available at <http://www.admin.cam.ac.uk/offices/hr/staff/disabled/>

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please contact, the Department Administrator, who is responsible for recruitment to this position.

The University

The University of Cambridge is one of the world's oldest and most successful universities. We are a renowned centre for research, education, and scholarship that makes a significant contribution to society. The University is consistently ranked amongst the top universities in the world. Our affiliates have won more Nobel Prizes than any other University.

Our sustained pursuit of academic excellence is built on a long history of world-leading teaching and research within a distinctive collegiate system. For eight centuries our ideas and innovations have shaped the world. Our principal goal is to remain one of the world's leading universities in an increasingly competitive global higher education sector. Today the University of Cambridge is at the centre of a cluster of over 4,300 businesses employing 58,000 people.

Our capital investment projects include academic and commercial growth at both the West Cambridge Innovation District, and the Biomedical Campus in the south of the city. Eddington, in North West Cambridge, is a mixed-use development including key worker housing for staff, a community centre and a new primary school, managed by the University. Through these projects, the University is deeply embedded in, and committed to serving, our local community. These are all conspicuous signs of a University that is not only adapting to new needs, but also anticipating the future.

Our mission is to contribute to society through the pursuit of education, learning, and research at the highest international levels of excellence. Our core values are:

- freedom of thought and expression; and
- freedom from discrimination.



About Us

The University is one of the world's leading academic centres. It comprises 150 faculties and departments, together with a central administration and other institutions. Our institutions, museums and collections are a world-class resource for researchers, students and members of the public representing one of the country's highest concentrations of internationally important collections.

The University has an annual income of £2 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £500 million per annum and continues to grow.

The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources both in widening access and financial support. The 31 Colleges are self-governing, separate legal entities which appoint their own staff. Many academic staff are invited to join a College as a Teaching Fellow, which provides a further social and intellectual dimension. The Colleges admit undergraduate students, provide student accommodation and pastoral support and deliver small group teaching for undergraduates.

The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching.

Our instinct for seeking out excellence and setting up enduring and mutually beneficial collaborations has led us to establish strategic partnerships across the globe. Whether it is the successful Cambridge-Africa Programme involving universities in Ghana, Uganda and elsewhere on the African continent; or the close association with the government of India to pursue new research in crop science; or the creation, with Germany's Max Planck Institutes, of a Cambridge-based centre for the study of ethics, human economy and social change – international partnerships are now an inextricable part of the University's make-up.

“Cambridge graduates and researchers have made – and continue to make – a colossal contribution to human knowledge and the understanding of the world around us. Their work touches on the lives and livelihoods of everyone from patients diagnosed with life-threatening diseases, to residents of areas critically affected by climate change, to children growing up in conflict zones. It has a lasting impact on our society, our economy and our culture: the world is truly a better place thanks to their efforts.”

Stephen Toope, Vice Chancellor 2019



Working at the University

Working at Cambridge you will join a diverse, talented and innovative community, with more than 23,000 students and over 16,000 staff from all walks of life and corners of the world.

The University continually explores strategies to attract and retain the best people. It is committed to supporting its staff to achieve their best. We are a fair, diverse and inclusive society and we believe our staff are our greatest asset. There is strong commitment to developing institutional leadership and supporting and encouraging staff development at all levels.

We offer a variety of roles including academic, research, professional, managerial and support roles. We also offer extensive benefits and excellent learning opportunities within a stimulating working environment.

The University's estate is undergoing the most significant transformation in its history. Cambridge has been able to create a science and technology campus to the west of the city centre, and is expanding further to the north west of Cambridge including investing in affordable homes for University key workers and community facilities. Even with our continued development, the University remains within walking or cycling distance across the campus. The University is a major partner on the Cambridge Biomedical Campus and we continue to redevelop our historic city centre sites demonstrating our determination to ensure that we can offer the best facilities and opportunities for our staff and students.



Equality & diversity

The University has built its excellence on the diversity of its staff and student community. We aim to be a leader in fostering equality and inclusion, and in promoting respect and a sense of belonging for all. We encourage applications from all sections of society. All appointments are made on the basis of merit. We have an Equal Opportunities Policy, along with a range of diversity groups, including the Women's Staff Network, Race Equality Network and LGBT+ Staff Network. More details are available here:

<http://www.equality.admin.cam.ac.uk/>

The University has a bronze Race Equality Charter award, with a framework for improving the representation, progression and success of minority ethnic staff and students within higher education. Furthermore, the University's silver Athena swan award recognises and celebrates good practice in recruiting, retaining and promoting gender equality.

Living in Cambridge

Cambridge is rich in cultural diversity. From beautiful University and College buildings, museums and art galleries, quaint gardens and punts on the River Cam, to a vibrant restaurant and café scene, our employees are surrounded by the wonderful features of this unique city.

You can find a wide-range of high street shops and 3 shopping centres, with independent alternatives at the historic market and nestled within the passageways in the city centre. You will find a cinema, bowling alley, a nightclub and various live performances at the Cambridge Leisure Park, with further entertainment options at the Corn Exchange, Arts Theatre and the ADC Theatre. Further information can be found on the Visit Cambridge website.

If you prefer the faster pace of life, London is a 45 minute train journey away. For those travelling from overseas, Stansted Airport is just 45 minutes away and Heathrow Airport under 2 hours away. The University is a short distance from a host of other attractions such as Ely Cathedral, Newmarket Races and various wildlife parks and stately homes. Cambridge is also within easy reach of the beautiful Broads and coastlines of Norfolk and Suffolk.

Relocation Support

The University recognises the importance of helping individuals to move and settle into a new area. We provide support and guidance to those relocating internationally or domestically to take up a post at the University of Cambridge, liaising with other University offices and selected partners to ensure comprehensive relocation support is available. This includes: accommodation, childcare, schools, banking, immigration and transport. If you would like further information, please visit <https://www.accommodation.cam.ac.uk/RelocationService/>. The Shared Equity Scheme and the Reimbursement of Relocation Expenses Scheme provide financial assistance to qualifying new members of staff with the costs of relocating to Cambridge.

Accommodation Service

The University Accommodation Service helps staff, students and visiting scholars who are affiliated to the University in their search for suitable accommodation in Cambridge. The dedicated accommodation team can provide access to a wide range of University-owned furnished and unfurnished properties, and has a database of private sector accommodation available for short and long-term lets. For further information and to register with this free service please visit <https://www.accommodation.cam.ac.uk/>



What Cambridge can offer

We offer a comprehensive reward package to attract, motivate and retain high performing staff at all levels and in all areas of work.

The University offers a wide range of competitive benefits, from family leave entitlement, to shopping and travel discount schemes. Our generous annual leave package contributes to the positive wellbeing of our University employees. Sabbatical leave enables academics to focus on research and scholarship, whilst still maintaining their full salary. The University also has a [career break scheme](#) for academic and academic-related staff, with additional flexible working policies for all other staff.

Pay and benefits

The University salary structure includes automatic service-related pay progression in many of its grades and an annual cost of living increase. In addition to this, employees are rewarded for outstanding contribution through a number of regular pay progression schemes. The University offers attractive pensions schemes for employees, with an additional benefit of a salary exchange arrangement providing tax and national insurance savings.



CAMbens employee benefits

The University offers employees a wide range of competitive benefits, known as CAMbens. CAMbens offers something for everyone across a range of categories, including:

- Financial Benefits, including shopping discounts (both local and national) and a Payroll Giving scheme;
- Relocation and Accommodation Benefits, including relocation assistance and interest-free Rental Deposit Loans;
- Travel Benefits, including Cycle to Work, discounts on train season tickets and interest-free Travel to Work loans;
- Family Friendly and Lifestyle Benefits, including support with childcare and family friendly policies;
- Health and Wellbeing Benefits, including a University Staff Counselling Service, discounts at the University Sports Centre, and other local gyms, and healthcare schemes.



What Cambridge can offer

Family-friendly policies

The University recognises the importance of supporting its staff. We have a range of family-friendly policies to aid employees' work-life balance including a generous maternity, adoption and shared parental leave entitlement of 18 weeks full pay, and paid emergency leave for parents and carers.

Other family-friendly support includes:

Our highly regarded workplace nurseries, a childcare salary exchange scheme and a high quality holiday Playscheme may be available to help support University employees with caring responsibilities (subject to demand and qualifying criteria). Further childcare information can be found here:

<https://www.childcare.admin.cam.ac.uk/>

The Newcomers and Visiting Scholars Group is an organisation within the University run by volunteers whose aim is to help newly arrived wives, husbands, partners and families of Visiting Scholars and members of the University to settle in Cambridge and give them an opportunity to meet local people. The Postdoc Academy supports the postdoctoral community within Cambridge. Further details are available here: <https://www.postdocacademy.cam.ac.uk/>

Your wellbeing

The University's Sport Centre, Counselling Services and Occupational Health are just some of the support services available to University employees to promote their physical and mental wellbeing. The University delivers The Festival of Wellbeing annually, which is a programme of stimulating talks and activities, which aim to promote wellbeing and good mental and physical health. The University also hosts the [Cambridge Festival](#), which is a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.

Development opportunities

We support new employees to settle in through various activities as well as supporting their professional and career development on an ongoing basis. Our Personal and Professional Development (PPD) team provide development opportunities for all University employees, including face-to-face sessions, online learning modules and webinars. All employees also have unlimited access to LinkedIn Learning to support their development. Both new and existing employees can undertake funded Apprenticeships, which lead to a range of vocational and professional qualifications. We offer reduced staff fees for University of Cambridge graduate courses and the opportunity to attend lectures and seminars held by University departments and institutions. A range of University training providers also offer specialist learning and development in their own areas e.g. teaching and learning, digital literacy, finance, health and wellbeing, safety.



How to apply

Applications should be submitted online via the University of Cambridge jobs page www.jobs.cam.ac.uk by clicking “Apply online” in the job advert. You will need an email address to register for our online system.

Conversations about flexible working are encouraged at the University of Cambridge. Please feel free to discuss flexibility prior to applying (using the contact information below) or at interview if your application is successful.

Informal enquiries are welcomed and should be directed to:

Ann Askey

Tel: 01223 336594

Email: OccHealth@admin.cam.ac.uk

If you have any queries regarding the application process please contact Ann Askey

The closing date for applications is 31 May 2024

Interviews will held week commencing 17 June 2024